

December 21, 2012

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
December 21, 2012

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:00 A.M. AT 160 NORTH LASALLE STREET, SUITE S-901, CHICAGO, ILLINOIS

II. PRESENT

Executive Director Daniel Stralka has been notified that Chairman Chris Kolker will be prevented from physically attending the December meeting at the Commission's Chicago location due to employment purposes and that he will wish to attend by audio conference.

WILL THE COMMISSION ALLOW THE AUDIO CONFERENCE PARTICIPATION OF CHAIRMAN KOLKER AT THE DECEMBER 21, 2012 MEETING?

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD ON NOVEMBER 16, 2012

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD ON NOVEMBER 16, 2012?

IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

MEMBERS OF THE PUBLIC ARE OFFERED AN OPPORTUNITY TO ADDRESS MEMBERS OF THE COMMISSION IN ACCORDANCE WITH THE OPEN MEETINGS ACT AND RULES OF THE CIVIL SERVICE COMMISSION.



V. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions from Central Management Services

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	135.....	14
Agriculture	335.....	16
Arts Council	17.....	2
Capitol Development Board.....	45.....	0
Central Management Services.....	1,541.....	114
Children and Family Services	2,845.....	50
Civil Service Commission.....	4.....	0
Commerce & Economic Opportunity.....	377.....	69
Commerce Commission	75.....	0
Corrections.....	10,972.....	105
Criminal Justice Authority	59.....	5
Deaf and Hard of Hearing Comm.....	6.....	1
Developmental Disabilities Council.....	8.....	1
Emergency Management Agency.....	87.....	6
Employment Security.....	1,761.....	28
Environmental Protection Agency.....	830.....	16
Financial & Professional Regulation.....	454.....	43
Gaming Board.....	141.....	6
Guardianship and Advocacy	101.....	7
Healthcare and Family Services	2,088.....	25
Historic Preservation Agency.....	166.....	14
Human Rights Commission.....	14.....	2
Human Rights Department.....	137.....	8
Human Services	11,898.....	79
Illinois Sentencing Policy Advisory Council.....	2.....	2
Insurance	239.....	14
Investment Board	2.....	2
Juvenile Justice.....	1,169.....	21
Labor.....	94.....	11
Labor Relations Board Educational.....	11.....	2
Labor Relations Board State.....	17.....	2
Law Enforcement Training & Standards Bd.	17.....	2
Lottery.....	144.....	7
Military Affairs	119.....	3
Natural Resources	1,113.....	28
Pollution Control Board	21.....	2
Prisoner Review Board.....	16.....	0
Property Tax Appeal Board.....	25.....	1
Public Health.....	1,073.....	40
Racing Board.....	3.....	1
Revenue.....	1,604.....	51
State Fire Marshal	126.....	12
State Police.....	1,140.....	7
State Police Merit Board	5.....	1
State Retirement Systems.....	94.....	2
Transportation	2,204.....	0
Veterans' Affairs.....	1,311.....	9
Workers' Compensation Commission.....	131.....	8
TOTALS	44,776.....	839



B. Governing Rule – Section 1.142 Jurisdiction B Exemptions

- a) The Civil Service Commission shall exercise its judgment when determining whether a position qualifies for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code. The Commission will consider any or all of the following factors inherent in the position and any other factors deemed relevant to the request for exemption:
 - 1) The amount and scope of principal policy making authority;
 - 2) The amount and scope of principal policy administering authority;
 - 3) The amount of independent authority to represent the agency, board or commission to individuals, legislators, organizations or other agencies relative to programmatic responsibilities;
 - 4) The capability to bind the agency, board or commission to a course of action;
 - 5) The nature of the program for which the position has principal policy responsibility;
 - 6) The placement of the position on the organizational chart of the agency, board or commission;
 - 7) The mission, size and geographical scope of the organizational entity or program within the agency, board or commission to which the position is allocated or detailed.
- b) The Commission may, upon its own action after 30 days notice to the Director of Central Management Services or upon the recommendation of the Director of the Department of Central Management Services, rescind the exemption of any position that no longer meets the requirements for exemption set forth in subsection (a). However, rescission of an exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status that will insure responsive and accountable administrative control of the programs of the agency, board or commission.
- c) For all positions currently exempt by action of the Commission, the Director of Central Management Services shall inform the Commission promptly in writing of all changes in essential functions, reporting structure, working title, work location, position title, position number or specialized knowledge, skills, abilities, licensure or certification.
- d) Prior to granting an exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the Commission will notify the incumbent of the position, if any, of its proposed action. The incumbent may appear at the Commission meeting at which action is to be taken and present objections to the exemption request.

(Source: Amended at 34 Ill. Reg. 3485, effective March 3, 2010)

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C. Illinois Department of Corrections – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-29-02-500-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Programs and Support Services
Functional Title	Mental Health & Addiction Recovery Management Supervisor
Incumbent	Vacant
Supervisor	Chief of Program & Support Services, who reports to the Assistant Director, who in turn reports to the Director
Location	Will County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

D1. Illinois Department of Employment Security – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-44-20-010-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Service Delivery
Functional Title	Assistant Deputy Director of the Bureau of Service Delivery
Incumbent	Vacant
Supervisor	Executive Deputy Director of Service Delivery who reports to the Director
Location	Cook County

D2. Illinois Department of Employment Security – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-44-21-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Service Delivery/Employment Services Program
Functional Title	Employment Services Program Manager
Incumbent	Bennett R. Krause
Supervisor	Executive Deputy Director of Service Delivery who reports to the Director
Location	Sangamon County



D3. Illinois Department of Employment Security – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-44-22-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Service Delivery/Unemployment Insurance Program
Functional Title	Unemployment Insurance Program Manager
Incumbent	Frank G. DeMore
Supervisor	Executive Deputy Director of Service Delivery who reports to the Director
Location	Cook County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering the similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemptions.”

E. Illinois Department of Natural Resources – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-12-00-010-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Office of the Director
Functional Title	Public Affairs Director
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

F1. Illinois Department of Central Management Services – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-37-01-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Agency Services
Functional Title	Deputy Director, Bureau of Agency Services
Incumbent	Vacant
Supervisor	Assistant Director who reports to the Director
Location	Cook County



F2. Illinois Department of Central Management Services – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-37-01-000-30-01
Position Title	Senior Public Service Administrator
Bureau/Division	Agency Services
Functional Title	Project Manager, Bureau of Agency Services
Incumbent	Vacant
Supervisor	Deputy Director, Bureau of Agency Services, who reports to the Assistant Director, who in turn reports to the Director
Location	Cook County

F3. Illinois Department of Central Management Services – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-37-01-000-40-01
Position Title	Senior Public Service Administrator
Bureau/Division	Agency Services
Functional Title	Project Manager-Statewide Print
Incumbent	Vacant
Supervisor	Deputy Director, Bureau of Agency Services, who reports to the Assistant Director, who in turn reports to the Director
Location	Sangamon County

F4. Illinois Department of Central Management Services – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-37-01-000-50-01
Position Title	Senior Public Service Administrator
Bureau/Division	Agency Services
Functional Title	I-Cycle/Waste Reduction Manager
Incumbent	Vacant
Supervisor	Deputy Director, Bureau of Agency Services, who reports to the Assistant Director, who in turn reports to the Director
Location	Sangamon County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering the similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemptions.”



G1. Illinois Dept. of Children & Family Services – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-16-00-220-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Director’s Office
Functional Title	Deputy Chief of Staff-Cook County
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Director
Location	Cook County

G2. Illinois Dept. of Children & Family Services – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-16-00-230-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Director’s Office
Functional Title	Deputy Chief of Staff-Downstate
Incumbent	Vacant
Supervisor	Chief of Staff who reports to the Director
Location	Rock Island County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering the similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemptions.”

H. Illinois Department of Employment Security – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-44-30-500-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Information Services Bureau
Functional Title	Chief Technology Officer
Incumbent	Vacant
Supervisor	Chief Information Officer who reports to the Director
Location	Cook County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”



I. Illinois Department of Human Services – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-10-00-420-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Office of Fiscal Services
Functional Title	Bureau Chief, Bureau of Expenditure Accounting
Incumbent	Vacant
Supervisor	Chief Financial Officer who reports to the Assistant Secretary, who in turn reports to the Secretary
Location	Sangamon County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

J1. Illinois Department of Juvenile Justice – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-27-00-310-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Aftercare Services
Functional Title	Regional Administrator-Cook County/Northern Region
Incumbent	Vacant
Supervisor	Deputy Director of Aftercare Services who reports to the Director
Location	Cook County

J2. Illinois Department of Juvenile Justice – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-27-00-320-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Aftercare Services
Functional Title	Regional Administrator-Central/Southern Region
Incumbent	Vacant
Supervisor	Deputy Director of Aftercare Services who reports to the Director
Location	Sangamon County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering the similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”



K. Illinois Workers' Compensation Commission – Proposed Exemption (continued from November 16, 2012 meeting)

Position Number	40070-50-37-011-00-02
Position Title	Senior Public Service Administrator
Bureau/Division	Insurance Compliance
Functional Title	Manager of Insurance Compliance Outreach Program
Incumbent	Vacant
Supervisor	Insurance Compliance Manager who reports to the Chairman
Location	Cook County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

L1. Illinois Department of Central Management Services – Proposed Exemption

Position Number	40070-37-10-000-30-01
Position Title	Senior Public Service Administrator
Bureau/Division	Enterprise Architecture & Strategy
Functional Title	Enterprise Architecture & Strategy Executive
Incumbent	Vacant
Supervisor	Deputy Director, Bureau of Communications & Computer Services, who reports to the Assistant Director, who in turn reports to the Director
Location	Sangamon County

L2. Illinois Department of Central Management Services – Proposed Exemption

Position Number	40070-37-17-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Enterprise Project Management Office
Functional Title	Enterprise Project Management Office Executive
Incumbent	Vacant
Supervisor	Deputy Director, Bureau of Communications & Computer Services, who reports to the Assistant Director, who in turn reports to the Director
Location	Cook County



L3. Illinois Department of Central Management Services – Proposed Exemption

Position Number	40070-37-18-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Customer Support Division
Functional Title	Chief, Customer Support Division
Incumbent	Vacant
Supervisor	Deputy Director, Bureau of Communications & Computer Services, who reports to the Assistant Director, who in turn reports to the Director
Location	Sangamon County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering the similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemptions.”

M. Illinois Historic Preservation Agency – Proposed Exemption

Position Number	40070-48-00-600-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Director’s Office
Functional Title	Agency Procurement Officer
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

N. Illinois Emergency Management Agency – Proposed Exemption

Position Number	37015-50-17-040-00-03
Position Title	Public Service Administrator
Bureau/Division	Director’s Office
Functional Title	Senior Policy Advisor ¹
Incumbent	Vacant
Supervisor	Director
Location	Sangamon County

CMS Recommendation: “The position continues to meet the responsibility and reporting criteria of the Commission Rules, and I recommend continuance of the 4d(3) exemption.”

¹ This position was granted exemption for a term of six months on June 15, 2012.



WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

- C: Mental Health & Addiction Recovery Management Supervisor (Corrections)**
- D1: Assistant Deputy Director of the Bureau of Service Delivery (Employment Security)**
- D2: Employment Services Program Manager (Employment Security)**
- D3: Unemployment Insurance Program Manager (Employment Security)**
- E: Public Affairs Director (Natural Resources)**
- F1: Deputy Director, Bureau of Agency Services (Central Management Services)**
- F2: Project Manager, Bureau of Agency Services (Central Management Services)**
- F3: Project Manager-Statewide Print (Central Management Services)**
- F4: I-Cycle/Waste Reduction Manager (Central Management Services)**
- G1: Deputy Chief of Staff-Cook County (Children & Family Services)**
- G2: Deputy Chief of Staff-Downstate (Children & Family Services)**
- H: Chief Technology Officer (Employment Security)**
- I: Bureau Chief, Bureau of Expenditure Accounting (Human Services)**
- J1: Regional Administrator-Aftercare Services-Cook County/Northern (Juvenile Justice)**
- J2: Regional Administrator-Aftercare Services-Central/Southern (Juvenile Justice)**
- K: Manager of Insurance Compliance Outreach Program (Workers' Compensation Commission)**
- L1: Enterprise Architecture & Strategy Executive (Central Management Services)**
- L2: Enterprise Project Management Office Executive (Central Management Services)**
- L3: Chief, Customer Support Division (Central Management Services)**
- M: Agency Procurement Officer (Historic Preservation Agency)**
- N: Senior Policy Advisor (Emergency Management Agency)**



VI. CLASS SPECIFICATIONS

- None submitted.

WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY?

VII. MOTION TO CLOSE A PORTION OF THE MEETING

PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4), AND 2(c)(11) OF THE OPEN MEETINGS ACT, WILL THE COMMISSION CLOSE A PORTION OF THE MEETING TO CONSIDER APPEALS FILED WITH THE COMMISSION, LITIGATION, AND/OR SPECIFIED EMPLOYMENT MATTERS?



VIII. RECONVENE THE REGULAR OPEN MEETING

IX. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code; however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services' Consecutive Non-Merit Appointment Reports.

Agency	10/31/12	11/30/12	11/30/11
Aging	2	2	0
Agriculture	1	1	3
Central Management Services	0	2	2
Children and Family Services	5	5	4
Employment Security	0	0	6
Healthcare and Family Services	5	5	6
Historic Preservation Agency	3	0	1
Human Services	3	2	0
Natural Resources	10	2	13
Property Tax Appeal Board	0	0	0
Revenue	3	3	0
Transportation	10	1	4
Veterans' Affairs	1	1	0
Totals	43	24	39

X. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-8-13

Employee	Laverne F. Lloyd	Appeal Date	09/04/12
Agency	Human Services	Decision Date	12/07/12
Appeal Type	Discharge	Proposal for Decision	Appeal granted; employee to be reinstated.
ALJ	Daniel Stralka		

DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?



RV-21-08

Employee	Gregory D. Douglas	Appeal Date	12/03/07
Agency	Central Management Services and other agencies	Decision Date	09/20/12 ²
Appeal Type	Rule Violation	ALJ	Daniel Stralka
Issue(s)	Failure to be interviewed for posted promotions	Proposal for Decision	No violation.

RV-21-12

Employee	Michael P. Marshall	Appeal Date	09/21/11
Agency	Healthcare & Family Services	Decision Date	11/27/12
Appeal Type	Rule Violation	ALJ	Andrew Barris
Issue(s)	Violation of Section 301.170 of the Personnel Rules and Sections 310.20, 310.80, 310.90 & 310.100 of Pay Plan	Proposal for Decision	No violation.

XI. REVIEW OF CLOSED MEETING MINUTES PURSUANT TO OPEN MEETINGS ACT

AFTER REVIEW OF THE CLOSED MEETING MINUTES PURSUANT TO THE OPEN MEETINGS ACT, WILL THE COMMISSION AGREE THAT THE NEED FOR CONFIDENTIALITY STILL EXISTS?

XII. APPROVAL OF THE DESTRUCTION OF THE AUDIO VERBATIM RECORDINGS OF CLOSED SESSIONS PRIOR TO DECEMBER 2010 IN ACCORDANCE WITH THE OPEN MEETINGS ACT

WILL THE COMMISSION APPROVE THE DESTRUCTION OF THE AUDIO VERBATIM RECORDINGS OF CLOSED SESSIONS PRIOR TO DECEMBER 2010³ IN ACCORDANCE WITH THE OPEN MEETINGS ACT?

XIII. STAFF REPORT

² The proposal for decision was dated September 20, 2012. Douglas requested additional time to file his response to the proposal for decision. An extension of time was granted to December 14, 2012.

³ The Commission voted on July 15, 2011 to maintain verbatim recordings for a minimum of 24 months before destruction.



December 21, 2012

XIV. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held on Friday, January 18, 2013 at 10:30 a.m. in the Commission's Chicago office.

XV. MOTION TO ADJOURN

